

# APPLICATION GUIDELINES

## NATURAL RESOURCES BUILDING [MBMG–Petroleum Engineering] Montana Tech of the UM, Butte, Montana

### Eligibility:

- You must be eighteen and a resident of Montana to apply for this project.
- An application can only be submitted online at <https://mt.slideroom.com>.
- Only one application will be accepted per artist.

### Proposals:

- ❖ An applicant can make up to three proposals for either a single or multiple sites in the building.
- ❖ Each artwork counts as one proposal.
- ❖ "Site" refers to the art wall and its location in the building.
- ❖ Applicants do not have to specify site(s). (Refer to the Measurement & Site Chart in the Project and Construction Notes document for the sites that are available.)

### Preparation:

It is most important that you read both the Project Description and Construction Notes and the Online Application Guide thoroughly before beginning your application. We recommend that you download and print both of these documents which are available from: [http://www.art.mt.gov/artists/artists\\_percent\\_Butte.asp](http://www.art.mt.gov/artists/artists_percent_Butte.asp). They contain important information about the specific requirements of this project and how to prepare and submit your proposal(s).

Technical specifications and instructions on uploading the required items in electronic format are given inside the application site and at <http://slideroom.zendesk.com>.

We strongly recommend that you go to the online application site **as soon as possible** to familiarize yourself with it. DO NOT WAIT UNTIL THE FINAL WEEK to begin creating your application online. In the unlikely event that you need the site's technical assistance to upload items to your application, leaving this until the last minute can cause unnecessary stress and invite mistakes.

### Required Documents:

Each of the following required documents **must** contain your name, address, city, state, zip code, phone number and email address:

1. A cover letter (maximum 3 pages) which must:
  - ✓ identify each proposal with a number, title, medium, size and grand total cost (a detailed breakdown is not necessary here);
  - ✓ indicate the availability of each proposal as either For Sale, Not Available/For Modification or Conceptual Illustration;
  - ✓ outline how you plan to design, execute/create and install the work, specifying any unique installation requirements;
  - ✓ explain how your proposal(s) reflects the mission, vision and/or objectives of the departments involved in the project;
  - ✓ explain why you would like to participate in the project.

If you prefer not to specify a site/sites for your artwork proposal(s), please tell us this in your cover letter.

Be aware that most of the people who will be reviewing your application are NOT artists. In your cover letter, speak to a generic audience and be as clear and concise as possible.

2. Either a biography, resumé or curriculum vitae with the most recent activity listed first (maximum 2 pages.)
3. A Budget Detail form containing an expense breakdown for **each** proposal in your application. The form(s) must be submitted by email to the Montana Arts Council and may be downloaded from [http://www.art.mt.gov/artists/artists\\_percent\\_Butte.asp](http://www.art.mt.gov/artists/artists_percent_Butte.asp).

### Application Form:

The online application form will ask for the primary artistic media on which your proposal is based, for information about your proposal artwork, for certifications on your eligibility and for permission to reprint and release rights.

This form requires your responses, in five hundred words per proposal, to whichever of the following questions that may apply:

1. If you are submitting images of artwork that is **available** for sale, and which will fit the scale/size of the site(s):
  - list the title(s) of those image(s); along with size [HxWxD], medium, date of completion, and the site(s) if chosen;
  - relate the dimensions of the artwork to the scale of the site(s);
  - explain clearly and succinctly why your piece is absolutely appropriate.
2. If you are submitting images of artwork that is **already sold, and/or doesn't fit** the scale/size of the project wall(s):
  - list the title(s) of those image(s); along with size [HxWxD], medium, date of completion, and the site(s) if chosen;
  - explain in detail how you will address this issue to create a new piece or modify a present one;
  - explain clearly and succinctly why your piece, once modified or re-created, is absolutely appropriate.
3. If you are submitting **conceptual illustrations** for proposal artwork:
  - list the title(s) of those image(s) and describe the model/illustration's medium and size [HxWxD]; the site(s) if chosen; give information about the scale of the model/sketch/study and how this relates to the final artwork;
  - explain in detail how you will design and fabricate the new piece(s);
  - explain clearly and succinctly why your piece is absolutely appropriate.

### Required Images:

Applicants must submit **five (5) resumé images** of their best work. These should each be labeled "Resumé/NFS" and will function as a gallery of the applicant's work for the selection committee's reference.

Applicants may submit up to **twenty images or video clips** representing no more than **three (3) proposal artworks** for a single site or multiple sites in the building.

The proposal images and/or clips should illustrate your abilities and show details, alternate views or the art-making process. If your proposal is for a kinetic artwork, submit a video clip showing the movement.

By carefully labeling the uploaded images you can help the selection committee understand the proposal and site they relate to (if specified); whether they are models, sketches, or studies; the availability of the artwork, etc.

### **Cost:**

At the end of the online application process, you will be asked to pay a \$10 non-refundable application fee, remembering that you will not have to pay postage for your application or S.A.S.E. for materials return. This also means that slides or DVDs will not be out in the field when you need them for another opportunity.

The online application process saves paper and administrative costs. It helps level the playing field for applicants, helps prepare artists to compete in national and international competitions and markets, and allows reviewers to spend adequate time on each proposal.

### **Timeline:**

- **Friday, May 28<sup>th</sup>, 2010:** applicants requesting special consideration must speak with Kim Baraby Hurtle, Percent-for-Art Manager, by this date. Phone: (406)444-6639 or (406)444-6430; email: [khurtle@mt.gov](mailto:khurtle@mt.gov)
- **Sunday, July 18<sup>th</sup>, 2010:** online application deadline is **11:59 p.m. MST**. Budget Details must be emailed to [khurtle@mt.gov](mailto:khurtle@mt.gov) by this date also.
- **August-September 2010:** Percent-for-Art Selection Committee will review applications and present their recommendations to the Montana Arts Council board for ratification.
- **Late November 2010:** public announcement of successful proposals, contracts drawn up and installation dates determined.

### **Contacts:**

For technical assistance with the online process, send an email to [support@slideroom.com](mailto:support@slideroom.com)

If you have questions about the project, call or email **Kim Baraby Hurtle**, Percent-for-Art Manager, at **(406) 444-6639** or [khurtle@mt.gov](mailto:khurtle@mt.gov)